



# ANJALA JASMINE MM

## CHARTERED ACCOUNTANT

### PROFILE

- Chartered Accountant with **3 years of experience** in the field of accounting, auditing, and taxation services.
- Experience in handling and coordinating teamwork with effective motivation, communication, and guidance.
- Looking forward to work in a dynamic environment that provides a wide spectrum of experience.

### PROFESSIONAL EXPERIENCE

Audit Associate | **NRS And Associates Chartered Accountants**, Manjeri, Malappuram, Kerala, India (August 2018 - July 2020.

#### Audit & Assurance

- Engaged in the **statutory audit** of other organizations from various sectors such as Educational Institutions, Hospitals, Manufacturing and Trading Concerns.
- Handled **internal audit assignments** as well as **stock audits** and **fixed assets verification** for different entities.
- Performed **Data collection** and **Data analysis** of various clients including **Account Reconciliation**.

#### Taxation and other matters

- Performed **Tax Audits** of Private Limited Companies, Partnership firms, Proprietorship concerns & Charitable & Religious Trusts.
- Advised client over **Tax Planning** which result in reducing Tax Liability.
- Experience in **filing of monthly and quarterly returns** with GST and income tax departments.
- Prepared and reviewed **financial statements**, ensuring compliance with relevant **accounting standards and regulations** and analyzed financial data to identify discrepancies or areas for improvement.
- Prepared **monthly financial reports** and **bank reconciliation statements** for various clients.

Audit Associate | **TS Meera Associates**, (January 2017 - January 2018

#### Audit & Assurance

- Engaged as an active team member and led **statutory branch audits of various banks**.



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15/09/1995



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### EDUCATION

**2024**

**Chartered Accountancy |**

The Institute of Chartered Accountants of India

**2017**

**B.Com (Finance) |**

Calicut University, Kerala, India

**2013**

**Class XII | Kerala State Board**

## **LANGUAGES**

English, Malayalam |  
Read, Write & Speak  
Hindi |  
Write & Read

- Conducted **concurrent audit** for major bank branches in Kerala, India.
- Scrutinized ledgers, reconciled debtor and creditor balances, **vouched income & expenditures**.

## **Taxation and other matters**

- Involved in **financial forecasting** and planning to support strategic decision making for clients' business.
- Prepared **project reports** and **projected financial statements**.
- Experience in managing **full accounting cycle** from **entry to finalization of reports**.
- Got familiar with **Financial Analysis** attributable to working in **Project reports & Financial Statements**

## **SKILLS**

- Experience in working with **Microsoft Excel, Word, Power point, Tally** and other customized accounting soft wares.
- Good knowledge in **UAE VAT & Corporate tax**
- Proficient in **IFRS**
- Excellent **client management** skills
- Team player & quick learner
- Ability to meet deadlines on time without compromising quality.
- Punctual & responsible
- Good **leadership** skills

## **AWARDS AND CERTIFICATION**

- Awarded Best outgoing student of the Year in 12th std.
- Completed 35 hours of "Orientation Program", 100 hours of "Information Technology Training Course and 90 hours of "General Management & Communication Skills" as conducted by ICAI.
- Completed Master course in MS Excel from CA Monk.
- Completed Master course in UAE VAT.